



Office of the President
1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2242 • FAX: 906-227-2249

Dr. Kerri D. Schuiling, Interim President
Event Request Form

Please complete this form if you are requesting that the president speak at or attend an event. The Office of the President tries to accommodate most requests that support the mission of the university and appreciates your understanding when scheduling conflicts prohibit participation.

Requests must be received thirty days in advance of the event.

NOTE: Times requested for the president's participation should be as accurate as possible, as the president often has multiple events in one day. If the event schedule changes after submitting this request, the requestor should contact Terri Williams at (906) 227-2242 as soon as possible. ***Please contact us with any other necessary updates or changes prior to event.***

REQUESTOR INFORMATION

School/Department/Organization Name: _____

Contact Name: _____ Phone: _____ Email: _____

Is the requesting group a school or organization affiliated with NMU?

Yes—Please note the leadership within your group approving this request (e.g. advisor's name):

 No—If no, why do wish the NMU President to speak at this event?

EVENT INFORMATION

Name of event: _____

Date of event: _____ Time of event (start & end): _____

Time commitment of the President's participation at event:

Attend entire event Speak/Make appearance Meet and Greet/Reception

Location of event: _____

Brief description/purpose of event: _____

Brief description of audience: _____

Miscellaneous information: _____

Attire for event? _____ Assigned seating? _____ Parking? _____

Will food be served? _____ Expected attendance? _____ Other: _____

SPEAKER REQUEST (complete this section only if request is for the President to speak at event)

Type of remarks requested:

- | | |
|--|---|
| <input type="checkbox"/> Welcoming remarks (3-5 minutes) | <input type="checkbox"/> Short remarks (6-10 minutes) |
| <input type="checkbox"/> Full speech (11-20 minutes) | <input type="checkbox"/> Major address (21+ minutes) |
| <input type="checkbox"/> Additional time for Q&A | <input type="checkbox"/> Other _____ |

Suggested main points (Is there a particular topic that should be addressed? Does the group have any special causes or concerns to be addressed?): _____

Audience for event (check all that apply):

- | | | | |
|-----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Students | <input type="checkbox"/> Faculty | <input type="checkbox"/> Staff | <input type="checkbox"/> Alumni |
| <input type="checkbox"/> Campus | <input type="checkbox"/> Community | <input type="checkbox"/> Elected officials | <input type="checkbox"/> Group members only |

List dignitaries and other special guests: _____

Is an introduction of the President required? (Details): _____

Will the President be expected to introduce anyone? If yes, whom? (Please submit bio and phonetic pronunciations of names and names of key people): _____

Are a podium and microphone available? _____ Is there PowerPoint capability? _____

Are press/media expected to attend? _____ Is the event open to the public? _____

Additional comments: _____

PRIOR TO EVENT

- If the President's name is noted on invitation or material for an event, those pieces must be submitted to the Office of the President for review and approval *prior to printing*.
- **Event Background**
 - All background info for President's remarks due 7 business days prior to event
 - Biographical information (if applicable) due 5 business days prior to event
 - Order of program due 5 business days prior to event
 - List of attendees due 2 business days prior to event
 - Table seating (if applicable) due 2 business days prior to event

I have read and understand the procedures listed above and agree to abide by them.

Signature

Date

Office Use only	Initial	Date
Rec'd in the President's office	_____	_____
Entered on President's calendar	_____	_____
Notified contact person	_____	_____
Forwarded event checklist	_____	_____